

## **BUILDING OFFICIAL**

### **DISTINGUISHING FEATURES**

The fundamental reason the Building Official exists in the Planning and Development Services Department is to serve as the official building code authority for the city. This position is supervisory and the final technical approval point on building safety issues in the building plan review and building inspection operation areas. Work is performed under general supervision by the Planning and Development Services Director.

### **ESSENTIAL FUNCTIONS**

Selects, trains, evaluates, plans and directs the work of staff engaged in a variety of activities which may include building plan review and inspections and customer service.

Coordinates work plans, prepares, justifies and administers budgets, schedules and monthly reports.

Provides technical leadership on building safety issues to staff responsible for the building plan review and building inspections; assists in the more difficult review and code interpretations questions.

Represents the City as an authority in the field of building codes interpretation.

Performs highly skilled technical plan review through the visual inspection of submitted building plans and field inspections.

Acts as Secretary to the Building Board of Appeals.

Maintains current and comprehensive records of new materials and design concepts and recommends changes of the code to resolve design and interpretation problems and to accommodate and control new materials and new design concepts.

Provides ongoing training to staff involved in plan review and inspection work and verbally answers questions and advises the public concerning building codes or plan review/inspection progress.

Acts as the City's "Class A" representative to I.C.B.O.; and writes new building, plumbing, electrical and mechanical codes and ordinances for adoption.

Assumes ownership of a variety of key projects dealing with citizens and employees.

Represents the City as an authority in the field of code interpretation.

Demonstrates and leads a team in creating and implementing continuous improvement efforts.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

#### Knowledge of:

Principles and practices of design and structural engineering  
Methods and materials used in building construction  
Building construction codes and related laws and ordinances

#### Ability to:

Operate a PC or terminal to compose reports and correspondence  
Listen and communicate effectively with a diverse group of people  
Read and interpret plans, specifications, and other pertinent reports and data  
Review complex structural design applications involving determination of construction standards  
Operate a PC or terminal  
Establish and maintain effective working relationships with co-workers, supervisors, contractors, architects, developers, engineers and the general public  
Maintain regular consistent attendance and punctuality

### **Education & Experience**

Any combination of a Bachelor's degree in Civil or Structural Engineering or Architecture and 3 years experience in the building construction industry relating to structural engineering including supervisory experience.

Must possess a valid Arizona Driver's License with no major driving citations within the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified